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## Conducting Student Searches

Knowing how to search for individual students or groups of students is the key to managing PowerSchool data effectively. PowerSchool provides several powerful tools for conducting student searches.

### Searching for Students

Use the Search Students area to search for an individual student or groups of students. You can search for students in several ways. The "How to Search" link provides instructions for querying the database.

### Browse Students

Using the links on the Browse Students page, you can search for students by:

- The first letter of the student's last name
- The student's grade level or gender
- All students who are currently enrolled

You can also see a list of students who have already been selected in the previous search by clicking **Current Selection**.

### Search by Last Name or Student Number

To search for a student by last name, type the student's last name (or partial last name) in the Search Students field on the PowerSchool Start Page; then press **Enter** or click the **Search** icon (magnifying glass).

If a student is the only one with the last name you entered, the student pages for that student appear. If the student has the same last name as other students in the school, the Student Selection page will appear showing the list of students who match your search criteria.

Each student in your system has been assigned a unique student number. You can search for a student using this number. To search by student number, type the student number in the Search Students field on the PowerSchool Start Page; then press **Enter**, or click the **Search** icon (magnifying glass).

If you enter any letters in the Search Students field, PowerSchool automatically searches last names; if you enter numbers, PowerSchool searches student numbers.

# Conducting Student Searches

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## Activity 1 - Basic Searches

A. Practice using the **Browse Students** functionality by clicking the appropriate link:

1. How many students are in the highest grade level in the school?
2. How many students have a last name beginning with the letter B?
3. How many male students are at the school?

B. Search for student schedules and activities

1. Click the letter **B** under Browse Students. Click the first student in the list, and view the Quick Lookup student screen.
2. Who is the student's 1st period teacher?
3. Click **Activities** under Enrollment on the student pages menu to see which Activities boxes are checked.

C. Search for discipline records

1. Click the letter **B** under Browse Students.
2. Click the name of the last student in the list.
3. Click **Log Entries** under Administration to see if any discipline records exist for this student.

## Search Commands

In addition to basic searches, you can use search commands to search student fields and find students who match specific criteria. To see a list of the student fields you can use in search commands, click **View Field List** on the Start Page. The field list shows all of the student fields in PowerSchool, including any custom fields that your district/school created.

These fields are hyperlinks so that you can click a field from the Field List to automatically insert the field name in the search box. You can insert a field name in a search query by placing your cursor in the appropriate location in the query, clicking **View Field List**, and clicking the field name. The fields can be inserted from any page that has a link to the Field List, for example, List Students, Quick Export, and Export Using Template.

# Conducting Student Searches

A search command is a statement of search instructions. This search command searches for all the current students whose first name is Maria:

Field Name	Comparator	Search Argument
First_name	=	Maria

Learn more about searching by clicking **How to Search** under Search Students.

## Search Prefixes

A search prefix adjusts how the search is carried out. Note: When you use a search prefix on the Student Selection page to refine or add to your search results, you will always follow the prefix by a search term.

Prefix	Effect on Search Line
/	Include inactive students. Note that this may be placed AFTER (not before) a "+" or "&" prefix.
&	Search within results. Note that the "&" must come BEFORE any "/" prefix
+	Add results of new search. Note that the "+" must come BEFORE any "/" prefix.

When you perform searches, PowerSchool only searches active student records in your school.

Occasionally, you may need to search for students who pre-registered for next year, transferred or dropped out of school midyear, or graduated early. Students in one of these classifications are inactive.

To access both active and inactive student records; begin your search command with a forward slash (/).

For example, to find all active and inactive students with the last name Ramirez, enter /last\_name=ramirez in the Search Students field and click **Search**.

# Conducting Student Searches

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## PowerSchool Enrollment Status Codes

Code	Description	Code	Description
-1	preregistered	2	transferred out
0	active	3	graduated
1	inactive	4	imported historical

## Compound Searches

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the Search Students field, separate the search commands with a semicolon (;). A semicolon between search commands means "and."

For example, to find all the students in Mrs. Pauloski's homeroom class who live on Maple Drive, enter `home_room=pauloski;street contains maple` in the Search Students field and click **Search**.

## Activity 2 – Using Search Commands

A. How many students have the first name "John"?

1. In the Search Students field on the Start Page, enter the following search criteria: `first_name=John`. Remember—you can either type the field name or open the field list and click the field name **first\_name**.
2. Click the **Search** icon, or press the **Enter/Return** key.

B. How many football players have a Discipline alert?

Use the following search criteria: `football#; Alert_Discipline#`

C. How many students have a hyphenated last name?

Use the following search criteria: `last_name contains -`

D. How many 9th- and 10th-grade students are Hispanic?

Use the following search criteria: `grade_level < 11; ethnicity = H`

E. How many inactive students have the last name "Smith"?

Use the following search criteria: `/enroll_status=2; last_name=smith`

F. How many students have a last name that ends in "ski"?

Use the following search criteria: `@ski`

# Conducting Student Searches

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G. Which students with a last name of Adams or Wilson have medical alerts? Who is allergic to bee stings?

1. In the Search Students window enter the following search criteria:  
`last_name in Adams,Wilson; alert_medical#`
2. Submit the search and open the record for the first student.
3. Click the **Medical** alert icon at the top of the screen.
4. Click the **forward/backward arrows** at the top left under Switch Students to scan the content of the medical alerts and discover who has a bee sting allergy.

H. How many students play soccer or football?

1. In the Search Students field on the Start Page, enter the following search criteria: `soccer#`
2. Click the **Search** icon, or press the **Enter/Return** key.
3. On the Student Selection page, delete `soccer#` in the Search window and  
Enter the following search criteria: `+football#`
4. Click the **Search** icon, or press the **Enter/Return** key.

## Search Codes

A search code is a special type of search command that includes a calculation as part of the search. Search codes start with an asterisk (\*). These codes will not be listed in the field list.

Enter search codes as you would any search command in the Search Students field. For example, to find students born on November 10, enter `*birthday=11/10` in the Search Students field and press **Enter**.

You can also combine search commands with search codes. For example, to search for 12th-grade students who were enrolled as of October 1st, you would enter the following search criteria:

```
grade_level = 12 ; *as_of = 10/31/2008
```

For more examples of search codes, review or download your IPT workbook.

# Conducting Student Searches

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## Activity 3 – Using Search Codes

A. How many students are in the Gifted and Talented program?

In the Search Students window enter the following search criteria:

`*special_program = gifted and talented`

B. How many students have a fee balance?

Enter this query: `*fee.fee_balance > 0`

C. How many seniors were active as of the beginning of June?

Enter the following search criteria: `grade_level = 12; *as_of 6/1/2009`

D. How many students do not have a 1st period class?

Enter this query: `*not_enrolled_in_period = 1`

E. Find the home phone number of any 12th grader who has fewer than 12 cumulative credits.

1. Enter the following search criteria: `grade_level = 12;`

`*cumulative_credit_hours < 12`

2. To find the phone number, click **Demographics** on the student pages menu.

F. Which students have a birthday in November?

1. Enter the following search criteria: `*birthday >= 11/1; *birthday <= 11/30`

G. How many middle school students are taking a class at the high school?

Enter the following search criteria: `*secondarystudents = all`

## Stored Searches

A stored search holds the *criteria* of a search that you often perform. The results of the search may vary every time you run the stored search, since the data in the database may change. You can save a new search or save an existing search result as a Stored Selection.

## Stored Selections

Stored selections allow you to easily retrieve records for a group of students or staff you work with frequently. Stored selections hold the *actual list* of students or staff at the time you create the stored selection.

# Conducting Student Searches

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Since stored selections are user-specific, users manage their own set of stored selections. However, users can publish a stored selection to all users at your school. Stored selections are snapshots of a group at a particular time and do not change when information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data, if applicable.

Note: For instructions for how to work with Stored Searches and Stored Selections, see the PowerSchool Help pages that are available by clicking the question mark in the upper right corner on every PowerSchool page.

## Activity 4 – Using Stored Searches and Stored Selections

A. Create a stored search for the soccer team, then run the search and print mailing labels for the students on the soccer team.

1. Click **Start Page > Stored Searches > New** to create a new stored search. Name the stored search <Your name> SoccerTeam.
2. Enter the search instructions: `soccer#` and click **Submit**.
3. Click **Run Search**. On the Group Functions page, click **Print Mailing Labels**.
4. Choose the mailing label layout from the menu.
5. Select to print **One page only**, sort by **Student's last name**, and click **Submit**.
6. Click **View** to view the labels.

B. Save the soccer team as a stored selection.

1. Search for students participating in soccer. Enter `soccer#` in the search field.
2. Choose **Save Stored Selection** from the Group Functions menu.
3. Select **SAVE the current selection with a new name**.
4. Title the selection <your name>Soccer and click **Submit**.

C. How many soccer students are in each grade level?

1. Click **Start Page > Stored Selections**.
2. Click **Go Functions** in the row for the stored selection you created.
3. Click **Enrollment Summary** to view the number of students in each grade.

# Conducting Student Searches

## Search Using the Enrollment Summary

The Enrollment Summary page displays a table that breaks down student enrollment by grade level, gender, and ethnicity. Click column or row headings to display ethnicity information on Flash-based charts. Click the blue number on the left of the fraction sign to view a list of males in the group, and click the pink number on the right of the fraction sign to view a list of females in the group. Click the number above the fraction to view a list of males and females in the group. You can access the Enrollment Summary page from the main menu to view the enrollment summary for your entire school or district, or from the Group Functions menu to view the enrollment summary for a specific group of students.

## Search Using the Master Schedule

The master schedule contains enrollment numbers for each section. Selecting the enrollment number for a section will list the students. You can choose to add students from the class roster to the current selection or make them the current selection.

### Activity 5 - Create a selection of all of a teacher's students.

1. On the main menu, click **Master Schedule**.
2. Click **Show Preferences** at the bottom of the page. Sort by Teachers. View by Matrix.
3. Click **Submit**.
4. Find any teacher who has students in more than one course.

Teacher	Day	Period 1
Abram, Michael (1)	A	U.S. History SOC1000.2 19/25 Room 125 1(A) Term: 08-09 -----
		[Unknown Course] CUL0028.1 0 1(A) Term: 08-09

5. Click the blue number that looks like the top number in a fraction next to the section number. The "fraction" represents the number of students enrolled out of the maximum number allowed. (In the example above, you would click **19**.)



# Conducting Student Searches

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6. At the bottom of the list of students on the Class roster page, click **Make this the current selection of students**.
7. Return to the Master Schedule. Click the number of students in a second class taught by the teacher you chose. On the Class Roster page click **Add these students to the current selection of students**.
8. Repeat step 5 for the remaining classes for that teacher. What is the total number of students in your "current selection"?

## Group Function Searches

Once you select a group of students, you can use the Group Functions menu to perform tasks using the selected records. The Search By Grades/Attendance group function can be used to search for students with particular current or historical grades.

### Activity 6 - Find students who are in danger of failing a class.

1. On the Start Page, select a grade level.
2. Choose **Search By Grades/Attendance** from the Group Functions menu.
3. Select to include **The selected \_\_\_\_\_ students**.
4. Enter 1 in the "Minimum # of classes needed to meet the search criteria" field.
5. Check **Scan for this final grade**.
6. Choose **Any =** from the comparator menu, and enter D, D-, D+, F in the field.
7. Do not check "Scan for attendance."
8. Choose to scan Current S1 grades.
9. Select to "Scan for all classes enrolled" **anytime during the current term**.
10. Select to **Display matching students & Sections** and click **Submit**.

The Matching History page will display a list of students and the classes they are failing.

This same report setup page is used to scan for students with excessive absences. Additionally, you can combine the search to find students who are failing and have missed classes. However, searching for students with both low grades and excessive absences will exclude students who have only one of the problems. If you want to see all the students who have one or both of the problems, do the searches separately.

# Conducting Student Searches

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## Activity 7 - Find students with excessive absences.

1. Select all students whose last names begin with the same letter as yours.
2. Choose **Search By Grades/Attendance** from the group functions menu.
3. Search the currently selected students.
4. Select **Scan for attendance**, but make sure the grades search is clear.
5. Choose to scan for **All Absent Codes** to scan > 2.
6. Select to **Scan all attendance records**.
7. Select to display the results and click **Submit**.

## Search For Perfect Attendance

Use this Group Function to search for students with perfect attendance. The results of searching for perfect attendance become the current selection. You may choose to print a certificate or letter notifying the parents of the student's attendance record.

## Activity 8 - Find out if any band students have perfect attendance.

1. Search for students in band.
2. Choose **Search For Perfect Attendance** from the Group Functions menu.
3. On the Perfect Attendance Search page, choose **Meeting** mode.
4. Select to scan **The selected \_\_\_\_\_ students**.
5. Enter the dates 6/1/2009 – 6/30/2009.
6. Enter T, F, S codes to be disregarded (Tardy, Field Trip, and School Excused).
7. Click **Submit**.

# Conducting Student Searches

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## Special Functions Searches

The Special Functions page lists a set of procedures and tasks frequently used by school administrators, including several search functions. The Search Log Entries function examines all active student records. The resulting list is not saved as the current selection. However, it is possible to print a report or export the results.

### **Activity 9 - Create a list of the discipline entries for the 2008-2009 school year.**

1. On the Start Page, click **Special Functions > Search Log Entries**.
2. Choose **Discipline** for the Log Type.
3. In the Entered on or before this date field, enter 6/1/2009 and then click **Submit**.
4. Click **List Log Entries** to view a list of students with log entries for discipline, and see the content of those entries.

Another type of search available on the Special Functions page is Search By Grades/Attendance. This is the same search you accessed from the Group Functions menu on the Student Selection page. You can search the currently selected students or all currently enrolled students. If you want to search a specific group of students, make your selection first and then use the group function. Otherwise, go directly to Special Functions.